

LAFCO OF MENDOCINO COUNTY
REQUEST FOR PROPOSAL FOR
CONTRACT EXECUTIVE OFFICER

The Local Agency Formation Commission of Mendocino County (Mendocino LAFCO) is seeking a qualified individual, firm or agency to contract for the position of Executive Officer (E.O.). The E.O. contracts with, reports to, and serves at the will of the Commission. Within the scope of California Government Code, the E.O. provides management and leadership for all LAFCO activities, as directed by the commission.

Mendocino LAFCO is mandated to ensure the logical formation of new agencies, to determine the sphere of influence of local agencies, to promote orderly development, and discourage sprawl, all with appropriate consideration to the preservation of agricultural and open space lands.

Mendocino LAFCO is offering a two year contract, with the possibility of renewal.

In addition to the specific tasks included in the two year scope of work attached, the E.O.'s duties will include, but not be limited to, the following general items:

- Conduct State-mandated functions of LAFCOs, including: application processing; municipal service reviews; sphere of influence determinations; and other studies related to the efficient delivery of public services, local growth and development options.
- Act as project manager for such studies that are conducted by outside consultants.
- Maintain the existing LAFCO office or provide an equivalent local office where all LAFCO files are maintained and the day-to-day business of LAFCO is conducted.
- Provide public access to the LAFCO office for a minimum time of 12 hours a week, Monday – Friday, Between 8:00 a.m. and 5:00 p.m. plus additional time as necessary and by appointment.
- Prepare agendas, agenda reports, notices, resolutions, recordings, filings and minutes consistent with the requirements of the Cortese-Knox-Hertzberg Act of 2000 (C-K-H) and the Brown Act.
- Schedule and attend meetings of the Commission and its subcommittees as needed or as directed by the Commission. Present agenda reports or other reports to the Commission as appropriate.
- Schedule and meet with potential applicants or other members of the public for the purpose of explaining the LAFCO requirements for the application process and status of applications or other processes before the Commission.
- Receive and process applications for city and district changes of organization. Determine when an application is complete; notice and schedule public hearings

on applications. Prepare reports to the Commission containing recommendations on applications consistent with the requirements of C-K-H.

- Assist the Commission in the development of Request for Proposals (RFP) for SOI/MSR Reports, CEQA studies or other studies needed by the Commission.
- Provide thorough, concise, and objective analyses of studies and reports developed by other consultants presented for action to the LAFCO commission along with recommendations that are well-researched and grounded in LAFCO law.
- Assist in resolving boundary disputes among government agencies.
- Assist the Commission in development of its annual budget and manage the budget and financial affairs for the Commission.
- Track and analyze legislative actions impacting LAFCO and other local governments or agencies.
- Represent LAFCO to local governments, agencies, and community groups.
- Update and maintain the LAFCO website.

Qualifications

The Ideal candidate will have:

- Bachelor's degree in urban or regional planning, public administration, business administration, or a closely related field; or an equivalent combination of experience and education. (Masters Degree a plus)
- Minimum three years of experience working for a California LAFCO, or a City or County Government, preferably in the planning department.
- Extensive knowledge of, and experience with:
 - Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
 - Municipal or regional financing
 - Local government organization
 - Land use planning and zoning
 - California Environmental Quality Act (CEQA)

In addition to the above, the ideal candidate will be:

- A strategic, big-picture, thinker
- A leader and proven administrator
- A fast learner
- A good listener
- Objective and open-minded
- Experienced in building consensus between groups with differing views
- Highly proficient in verbal and written communication.

Application Process

Please submit the following:

- A cover letter containing your bid for the contract, and outlining why you, your firm or agency are good candidate(s) for this position with a summary of your qualifications.
- A response to the supplemental question.
- A brief plan explaining how the duties described and services requested will be provided, including the transition from the present E.O. to the new E.O.
- Resume(s) for the principle person responsible to Mendocino County LAFCO as well as for all staff who will be performing work under this contract.
- Contact Information for three professional references.

Please send your complete application package to:

E.O. Search Committee
Mendocino LAFCO
200 South School Street
Ukiah, CA 95482

All proposals must include four paper copies plus an electronic version on a CD. All proposals must be received by 5:00 p.m. on Friday, March 16, 2012. Proposals received after that time will not be accepted. The submittal deadline may be met by sending an email with your proposal attached with a mandatory receipt of the paper proposal no later then 5:00 p.m. on Monday March 19, 2012.

Questions about the RFP or about Mendocino LAFCO may be addressed to FrankMcMichael@mendolafco. org. An email response will be provided to all persons or firms who request to be placed on a Question Response List. No phone calls will be accepted.

Expected Timeline*

Closing date: March 16, 2012

Paper Screening: March 19 to 23, 2012

Interview with Committee: Between April 10 and April 20, 2012 (date to be announced)

Finalist Interviews by Commission: No later then May 7, 2012

Reference Checks: May 8 to 11, 2012

Job Offer: May 14, 2012

Preferred Start Date: June 4, 2012

* Except for closing date, Timeline may be adjusted

Supplemental Question

“The current economic crisis is bringing to the fore discussion of significant issues for various public agencies in Mendocino County, e.g., changes in how services are provided, rate structures, and possible mergers or consolidations. Please describe the impacts of these changes from a LAFCO policy perspective. What policy discussions would you initiate with the commission if you were the E.O.?”

Two Year Scope of Work for Mendocino LAFCO EO Contract

1. Coordinate completion and final adoption of the City of Ukiah's MSR presently underway, as described below. Work with existing MSR contractor as appropriate. Prepare necessary reports and schedule noticed public hearing(s) for determination of the City's Sphere of Influence.
2. Coordinate completion and final adoption of the MSRs for the Part 2 agencies, as described below and determination of their SOIs. Work with existing MSR contractor as appropriate. Prepare necessary reports and schedule noticed public hearing(s) for determination of the Part 2 agency's Sphere of Influence.
3. Assist the Commission in the review of Mendocino LAFCO's policies and procedures within the first six months of contract. Complete the update of policies and procedures within the two-year term of contract.
4. There are a number of other MSRs that have not been initiated or completed. Once on board, review the current circumstances of the MSR process and in conjunction with the Commission propose a work plan for completion within the 24 month contract period.
5. Facilitate special meetings as necessary with the LAFCO Commission over the first 18 months of the contract to determine how it envisions LAFCO should function in terms of level of engagement in fulfilling its legislative intent. Find and provide examples of varying approaches from other counties.
6. Based on results of Item 4 & 5 provide the commission, by month 18 of the contract, with recommendations on a staffing structure for LAFCO for the future five-year period.

Ukiah Valley MSR Process

Mendocino LAFCO is presently conducting a two part MSR process for the Ukiah Valley.

Part 1 includes the City of Ukiah and some information regarding affected agencies (Ukiah Valley Sanitation District (UVSD), Russian River Flood Control and Water Conservation Improvement District (RRFC), Willow CWD (WCWD), Millview CWD (MCWD) and Ukiah Valley FPD (UVFPD).

Part 2 includes more complete information about the affected districts such that a SOI could be recommended and also includes the following additional districts: Redwood

Valley CWD (RVCWD), Calpella CWD (CCWD), Hopland PUD (HPUD), and Potter Valley Irrigation District (PVID).

The consultant for this MSR process is E. Mulberg & Associates.

At this point in time an Administrative Draft for Part 1 is being reviewed by the City and an ad hoc committee of the Commission. Once these responses are incorporated the Admin Draft will then be forwarded to the affected districts for their review. It is hoped that the Admin Draft will become a public draft no later than April.

Adoption of the City's MSR does not complete the process. An additional future public hearing will be needed for the Commission to determine the City's SOI. To complete the SOI process, an additional SOI Report and CEQA review will be required. At present, it is unknown as to what level of report and review will be needed and/or if it will be combined with the CEQA review for other processes (i.e. proposed future change of organization).

The SOI determinations for the various districts will also occur subsequent to the adoption of the Part 2 MSR. Except for two agencies, the Part 2 process is proceeding under the assumption that the agencies included in Part 2 will have coterminous SOIs. If this is the case, the CEQA review is an exemption.

Two agencies (UVSD and RRFC) have requested an SOI larger than the current boundaries. UVSD has had a proposed SOI map created by County GIS; the Board of Directors have reviewed this map and agreed to request an SOI consistent with the created map. UVSD's proposed SOI is greater than its present boundaries and will require a CEQA process other than an exemption. UVSD will pay for the appropriate process. RRFC has submitted a request for an SOI that includes the territory of its water rights Place of Use which essentially includes RVCWD. This may also require a CEQA process other than an exemption; RRFC will also pay for the required CEQA process. The Part 2 review process will include these territories in the review.